

# State Officer Candidate Guide



## 2013-2014 Policies & Procedures Governing Wisconsin FBLA State Leadership Team

Wisconsin FBLA  
125 S. Webster St.  
Madison, WI 53703  
Phone: 608-266-2348  
Fax: 608-267-9275  
<http://dpi.wi.gov/fbla/>

# Wisconsin FBLA State Officer Candidate Guide

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### FREQUENTLY USED ACRONYMS

RLC	Regional Leadership Conference
SLC	State Leadership Conference
NLC	National Leadership Conference
NFLC	National Fall Leadership Conference
WFeB	Wisconsin FBLA eBulletin
DPI	Department of Public Instruction
CTE	Career & Technical Education



Congratulations! You have taken the first step toward running for a state office!

This guide will provide you with essential information that you will need to know to become a state officer. The experience of running for state office is challenging and exciting, but not always easy. To be in the campaign arena with other state officer candidates, you must have determination, commitment and be well prepared.

Once in that arena, the next challenge is to get elected. You need to persuade the voting delegates at the Regional Leadership Conference (if you are running for a Regional Vice President position) or the State Leadership Conference for other offices that you are the one for the job! The competition will be fierce. Other candidates will be equally determined, committed and prepared, but only one will be elected to each position.

Preparing, campaigning, appropriate attire, speaking – all come together to form a learning experience you will use for the rest of your life. Campaigning gets in your blood and you may find yourself running for office again in your school, profession, association, or government. In other words, the experience itself is invaluable, even if you are not elected. Every candidate is a winner!

You cannot become a state officer alone. You need the support and encouragement of many people.

- Your parents, school administrators, and especially your FBLA adviser need to be informed and support your effort. State officers and their local advisers attend several conferences and workshops, and should plan on missing 5 to 10 days of school during their term of office.
- Your local adviser approves and signs your application for state office and serves as your coach and guide through the entire process.
- Your local president and other local officers need to support your candidacy and rally behind your campaign.
- Your campaign manager is selected by you to help plan your election campaign. This person may introduce you at a general session of the SLC if you become a candidate.

Earning a place with other state officer candidates is challenging, but you can make it if you try! By the way . . . it is fun! Good luck!

Dave Thomas  
FBLA State Adviser

## State Officer Campaigning and Voting Procedures

The bylaws for Wisconsin FBLA state:

“The president, vice president, secretary, treasurer, and reporter shall be elected annually at a general session of the State Leadership Conference by the local voting delegates. The regional vice presidents shall be elected annually at their respective RLCs by the local voting delegates in the respective regions and shall be installed at the State Leadership Conference.”

“Appointment of Parliamentarian. The underclassperson scoring highest on the parliamentary procedure written objective test at state competition shall become the parliamentarian and shall be installed at the State Leadership Conference.”

### Application

A copy of the nomination application for **regional vice presidential candidates** is provided in Appendix B. The application is also available at <http://dpi.wi.gov/fbla/officers.html> or may be requested from the State Office via e-mail. The application, candidate’s Statement of Acceptance of Responsibility, letters of recommendation, and a letter written and signed by the district administrator of a proposed site or the Regional Leadership Conference (RLC) stating the availability of the site for the following year (**see calendar for RLC date**) must be RECEIVED at the State Office no later than **the 2<sup>nd</sup> Friday in December (see calendar for date)**. If a region does not have any regional vice presidential candidates, there will be no RLC provided in that region.

A copy of the nomination application for **state officer candidates** is provided in Appendix C. The application is also available at <http://dpi.wi.gov/fbla/officers.html> or may be requested from the State Office via e-mail. The application and candidate’s Statement of Acceptance of Responsibility must be RECEIVED at the State Office no later than **the 2<sup>nd</sup> Friday in January (see calendar for date)**.

### Confirmation/Officer Candidate Worksheet

A confirmation will be sent via e-mail to the officer candidates and/or advisers after the application materials have been received at the State Office. **The adviser should immediately contact the State Office if a confirmation is not received.**

Each officer candidate is required to complete and submit to the State Office an officer candidate worksheet. The reason for initiating the worksheet is to encourage officer candidates to take their responsibilities seriously and to encourage officer candidates to seek a thorough understanding of the organization. A copy of the worksheet provided in Appendix D. The application is also available at <http://dpi.wi.gov/fbla/officers.html> or may be requested from the State Office via e-mail. The worksheet will contain questions on leadership, history and bylaws of FBLA, understanding of the organization on all levels, communications, and so forth. The worksheet **MUST** be completed by the student and RECEIVED at the State Office no later than **the 2<sup>nd</sup> Friday in January (see calendar for date), for regional vice presidential candidates and the first Wednesday in March (see calendar for date), for state officer candidates.**

Students should attempt to independently answer or research the answers to as many of the questions as possible; however, it is permissible to seek assistance from advisers or other resource persons. The worksheet should be completed as thoroughly as possible and answers may be found through any source. Your most valuable sources will be:

### State Officer Campaigning and Voting Procedures – Continued

- National FBLA *Chapter Management Handbook*
- Wisconsin FBLA Executive Board Directory
- Wisconsin FBLA Competitive Event Guidelines

- Wisconsin FBLA Bylaws
- *Tomorrow's Business Leader*.

The responses to worksheet questions will serve as discussion items during the officer screening interviews. Responses may indicate weaknesses in certain areas; thus, it may then be possible to include discussion for the weaker areas during the state officer training workshop.

If a student does not complete and return the worksheet to the State Office by the designated date, the student will no longer be considered as an officer candidate. By not completing and returning the worksheet, the student indicates that he/she is no longer interested in campaigning for office. **WRITTEN NOTIFICATION TO THIS EFFECT MUST BE MADE TO THE STATE OFFICE.**

### Campaign Brochures

Each candidate (not required for parliamentary) must prepare one campaign brochure and duplicate copies so that conference hosts can provide each chapter attending the conference with a copy of each candidate's qualifications in registration packets. The candidate may use any color he/she wishes, but the size of the sheet must not exceed 8 ½" x 11". Both sides of the sheet may be used; however, the candidate is restricted to one sheet of paper.

**Regional vice presidential candidates** must submit one (1) copy of their campaign brochure to the State Office for approval by the **2<sup>nd</sup> Friday in January (see calendar for date)**. Please provide one hundred (100) copies of the approved brochure to the RLC host school no later than the **3<sup>rd</sup> Friday in January (see calendar for date)**.

**All other state officer candidates** must submit one (1) copy of their campaign brochure and other campaign materials as appropriate at the time of officer screening. Please bring two extra copies for officer screening committee member review. Three hundred fifty (350) copies of the officer candidate's approved campaign brochure must be RECEIVED at the State Office no later than March 6, 2013.

### Screening

#### Regional Vice Presidential Screening

Due to scheduling difficulties, regional vice presidential candidates will not meet with an officer screening committee prior to beginning campaigns. However, to compensate for this, each regional vice presidential candidate must submit two (2) letters of recommendation with his/her application form and related materials. **One letter of recommendation must be written by a school official (principal, superintendent, administrator, etc.), and one must be written by the local chapter adviser.** Each must direct content to the following:

- sincerity of the candidate
- evidence of knowledge of FBLA
- evidence of having the necessary time to fill the office successfully
- personal commitment

#### **State Officer Campaigning and Voting Procedures – Continued**

#### Regional Vice Presidential Screening - Continued

The State Office will review the letters and application materials and will notify candidates if all requirements have not been met.

The application, candidate's Statement of Acceptance of Responsibility, letters of recommendation, and a letter indicating availability of facilities must be RECEIVED at the State Office no later than **the 2<sup>nd</sup> Friday in December (see calendar for date)**.

Only active members are eligible to hold state office (both state and national membership dues paid). Candidates must have at least one full year remaining in his/her secondary business program.

#### State Officer Candidate Screening

An officer screening committee will meet with officer candidates (other than regional vice presidential candidates) at their respective RLC. The role of the committee is to inform all candidates of their respective duties if elected to office. Committee members will look for sincerity of the candidate, evidence of knowledge of FBLA, evidence of having the necessary time to fill the office successfully, and personal commitment. The candidate and the committee members will also look over campaign materials. Candidates are notified through e-mail as to the specific time they will be interviewed on at the Regional Leadership Conference (**see calendar for date**).

Candidates for **state secretary** must have completed, or will complete, typing/keyboarding by the end of the current school year and possess the ability to take minutes according to *Robert's Rules of Order Newly Revised*. Candidates for **treasurer** must have completed, or will complete, one year of accounting instruction by the end of the school year of their nomination. The **state parliamentarian** will be the individual who has one or more years remaining in FBLA, scores highest on the parliamentary procedure written objective test at the SLC, and has indicated a willingness to serve by submitting the state officer candidate nomination application, worksheet, and declaration form.

Only active members are eligible to hold state office (both state and national membership dues paid). Candidates must have at least one full year remaining in his/her secondary business program.

### **Campaigning**

Regional vice president officer campaigns may officially begin at the time the first delegate assembly is adjourned at the RLC.

State officer campaigns at the SLC may officially begin upon arrival at the SLC. No campaigning is required for state parliamentarian.

Campaigning and/or campaign materials are **NOT** permitted prior to the conferences.

It is **ABSOLUTELY FORBIDDEN** to **distribute** any type of promotional (free or purchased) campaign products at the RLC or SLC.

#### **State Officer Campaigning and Voting Procedures – Continued**

A candidate, his/her campaign manager, and/or the candidate's entire local chapter delegation may WEAR buttons, sashes, or other campaign items. Only the candidate's school may wear/carry campaign material or carry campaign signs. They may carry signs during the conference. The signs may include the candidate's picture, campaign slogan, etc.

Other than the campaign brochure, which are required by the State Office (may include information on each side of an 8 ½" x 11" piece of paper), no other handouts, brochures, or pass-out items are permitted. No individual campaign booths will be provided.

A forum will be provided for all officer candidates at the SLC with the voting delegates and the state officer candidates. This forum will last one half (½) hour. The time and room will be announced in the SLC Program. This forum represents

an opportunity for all officer candidates to meet with voting delegates to answer questions (e.g., campaign platform, qualifications, FBLA experience, etc.) that may help them determine who to elect during the Voting Delegate Assembly.

The time allotted for speaking by the officer candidates at the opening general session cannot exceed a total of three (3) minutes. This time may be used for a speech by the candidate, a speech by the campaign manager, or a combination of the two. This rule applies for all state officers except state president. A total of five (5) minutes will be allowed for the presidential campaign speeches.

## **Election**

Regional vice presidents will be elected by voting delegates at the RLCs and all other officers will be elected by voting delegates at the SLC. The state parliamentarian will be the individual who has one or more years remaining in FBLA, scores highest on the parliamentary procedure written objective test at the SLC, and has indicated a willingness to serve by submitting the state officer candidate nomination application, worksheet, and declaration form.

The order of election at the SLC is president, vice president, secretary, treasurer, and reporter. For example, if a chapter nominates a candidate for president and a candidate for secretary and the president wins the election, the secretary candidate is automatically dropped from the list of candidates. No two state officers may be **elected** from the same local chapter.

The state parliamentarian, however, can be from the same local chapter as an elected state officer since this position is based on written objective test placement at the SLC.

Current officers may campaign for a second term as a state officer. Officers may succeed themselves in the same office or seek a different state office.

All officers will be installed at the SLC. The term of the newly-elected officers begins at the close of the SLC and continues for one year or until their successors are elected or appointed.

It will be the responsibility of one adviser for each state officer to serve as a member of the state executive board. Their responsibilities are explained in the following section.

If a state officer's adviser resigns from teaching at the officer's school or for any other reason is unable

### **State Officer Campaigning and Voting Procedures – Continued**

to serve as the FBLA chapter adviser, and if no other business department or business-related faculty member is able to serve as the chapter's adviser, the state officer will be asked to resign from office. This ruling follows the bylaw's statement on chapter organization, specifically, "Each local chapter shall have an adviser who is teaching a business or business-related class."

Newly-elected state officers and their advisers are **REQUIRED** to participate in the state officer training workshop in summer.

Please see Wisconsin FBLA Bylaws for procedures applicable to vacancy in office, duties of officers, etc.

## Responsibilities of State Officers and Their Advisers

FBLA state officers have specific expectations and responsibilities while they are in office. This list is not all inclusive. Financial reimbursement accompanies the responsibilities except where otherwise indicated.

1. It is **required** that officers attend state officer training workshops in summer. Reimbursement will be provided for each state officer and one adviser. Round-trip mileage, selected overnight accommodations and any meals scheduled as part of the training session are reimbursed. Typically, accommodations are in dorms and meals are provided in residence halls—the state usually funds these projects and pays expenses.
2. It is **required** that officers attend all executive board meetings. The Fall Executive Board meeting is held at the National Fall Leadership Conference or equivalent state held conference. The Spring Executive Board meeting is held at the State Leadership Conference.
3. It is **required** that officers attend the National Leadership Conference at the beginning of their term. Officers will receive \$250 to assist with travel costs – no other expenses are reimbursed.
4. It is **required** that officers provide leadership in arranging, attending, and conducting the Fall Leadership Labs in two (or more) locations throughout Wisconsin. The state officer and one adviser are exempt from paying a registration fee for the Leadership Lab. No expenses are reimbursed for attending the location closest to your local school.
5. It is **required** that officers attend the annual National Fall Leadership Conference or equivalent state held conference. Officers will receive \$150 to assist with travel costs – no other expenses are reimbursed.
6. Attend and/or organize Regional Leadership Conferences – no expenses are reimbursed.
7. Assist with the State Leadership Conference. The following responsibilities correspond to specific officers, advisers, AND chapters.

President – Awards Programs, Reserved Seating Signs

Treasurer – Digital Scavenger Hunt

Vice President – March of Dimes Walk, March of Dimes Dance

Reporter – Conference Music, Review PowerPoint Presentations

Secretary – Signs for Game Shows and Sectionals/Workshops

Parliamentarian – Voting Delegate and Competitive Event Signs

*(Each state officer may also have other duties as assigned.)*

State officer advisers are expected to accept additional responsibilities for the SLC and will receive stipends for their commitment to the Executive Board. Amounts may vary from year-to-year. No financial reimbursement is made for state officers to attend the SLC. However, the registration fee for the state officer and his/her adviser will be waived. (Only one adviser registration fee per state officer is waived.)

8. Speak at and/or attend various conferences and meetings on behalf of the Wisconsin FBLA Chapter. Reimbursement is provided when the State Office requests an officer's presence

### Responsibilities of State Officers and Their Advisers – Continued

and/or participation or when a local school or chapter requests the officer to serve on the program and represent the state chapter. Prior approval by the State Adviser is required.



9. State officers should wear official FBLA officer attire at all functions when representing FBLA. Cost of purchase is not reimbursable.
10. **Mileage** to and from meetings from which an officer is invited to attend and is part of the program—to receive reimbursement, written evidence of having been a part of the program must be submitted (letter of invitation, copy of program). When the officer's chapter serves as the installing chapter for a new or reactivating chapter, no reimbursement is provided for the officer. Rate of reimbursement for mileage is 51 cents per mile. Officers must travel with an adviser, or other adult chaperone, to receive reimbursement.
11. **Hotel Expenses** – Prior approval must be received before submitting hotel bills. State single rate of \$70 (including tax), or current per diem rate, cannot be exceeded. It is expected that rooms will be shared whenever possible.
12. **Meal Expenses** – As of September 15, 1979, executive board members voted to relinquish in-state meal expenses except when an overnight stay is required, in which case the per meal expense of \$9.00, or current per diem rate, shall be reimbursed. Receipts are required.
13. **Telephone calls** are not considered reimbursable unless special permission has been received in advance of placing the calls. Conference calls can be arranged by the State Office.

### **Chaperoning**

If the officer's adviser is unable to accompany the officer on a trip, adequate chaperoning arrangements must be made. It is required that a mature adult accept this responsibility. School regulations regarding this issue must not be violated.

*Revised 11/13*

## Officer Specific Responsibilities

**President:** It shall be the duty of the president to preside over all executive board meetings and the annual SLC. The president shall plan or appoint a committee to plan the student activities at the executive board meetings. The president shall appoint all necessary committees and shall serve as chairperson of the SLC program committee. As part of this responsibility, the president shall initiate correspondence on behalf of the planning for the conference with the assistance of the State Office. The president shall correspond with prospective and new chapters in the state offering encouragement and assistance where appropriate. It is the responsibility of the state president to submit a short monthly report on Wisconsin FBLA's activities to the editor of the national publication, *Tomorrow's Business Leader*, or within whatever time frame is established by the national staff or officers. The president will serve as a voting delegate at the NLC. The president is expected to accept as many of the speaking invitations he/she receives as possible.

**Vice President (General):** In the event that the office of the president becomes vacant, the general vice president shall assume all duties of the presidency. The general vice president shall also have primary responsibility for preparing the Wisconsin Annual Report with the assistance of the state president and the State Office. The general vice president shall be responsible for coordinating the state service projects (such as March of Dimes, Children's Hospital, etc.). This includes conducting research to present to the executive board on potential projects for the year. This officer will also solicit proposals for recipients of the service project proceeds. The general vice president will serve as a voting delegate at the NLC. The general vice president is expected to accept as many of the speaking invitations he/she receives as possible.

**Vice President (Regional):** The seven (7) regional vice presidents will have the major responsibility of planning and hosting their respective RLCs. They will also serve as liaisons between the executive board, the State Office, and all FBLA members in their respective regions. The regional vice presidents shall initiate communication and follow-up with prospective and new chapters and encourage reactivation of inactive chapters. The regional vice presidents will appoint a secretary to record the minutes for regional meetings. The regional vice presidents shall accept as many of the speaking invitations they receive as possible.

**Secretary:** The secretary shall perform the duties common to this office, keeping an accurate record of SLCs and executive board meetings. One (1) photo-ready copy of the minutes of these meetings must reach the State Office within ten (10) days following the meeting. Duplication and distribution will be handled by the State Office. The secretary shall initiate correspondence associated with this office, with assistance by the State Office. The secretary shall accept as many of the speaking invitations he/she receives as possible.

**Treasurer:** The treasurer shall present the financial report of the Wisconsin FBLA Chapter at the SLC and executive board meetings. All budgeting and monetary responsibility is maintained at the State Office; however, the treasurer will receive information as to the accounting system and method of operation. The treasurer shall initiate memorandums and secure information relative to the use of the state approved fund raisers and shall promote the use of such fund raising projects by local chapters. The treasurer will be responsible for obtaining and distributing the medals and plaques for the seven (7) regional leadership conferences held in February. The treasurer will be responsible for obtaining and/or maintaining and distributing promotional items, such as road signs, trading pins, etc. The treasurer shall accept as many of the speaking invitations he/she receives as possible.

## Officer Specific Responsibilities – Continued

**Reporter:** The reporter is responsible for publishing monthly issues during the FBLA year of the *Wisconsin FBLA e-Bulletin*, the official state publication of Wisconsin FBLA. The e-bulletin is intended to include reports of local chapter activities which are of interest to other chapters, suggestions for activities which are educational in nature, ideas for classroom activities with relationship to the organization, state officer reports, highlights of past workshops, meetings or conferences, and reminders of upcoming events. Format and dissemination plans are to be discussed with the State Office prior to the first issue's production. The reporter will serve as the primary photographer for Wisconsin FBLA.

He/she will provide the State Office digital photographs as requested. The reporter is responsible for the FBLA SLC video scrapbook, as well as assisting the state president in submitting appropriate items to the editor of the national publication, *Tomorrow's Business Leader*. The reporter shall accept as many of the speaking invitations he/she receives as possible.

**Parliamentarian:** The state parliamentarian will be the individual who has one or more years remaining in FBLA, scores highest on the parliamentary procedure written objective test at SLC and who has completed the state officer application, declaration and worksheet in accordance with deadlines. The parliamentarian shall be installed at the SLC. The individual shall serve as the official parliamentarian at all business sessions of the Wisconsin FBLA Chapter. The parliamentarian shall accept as many of the speaking invitations he/she receives as possible.

### **Responsibilities of Advisers of Officers**

Selection of a state officer candidate is a major responsibility of the local chapter adviser. He/she will serve as that potential officer's adviser during his/her term in office. The adviser should carefully consider whether the student possesses the leadership qualities and skills necessary for serving the organization as an officer.

A thorough understanding of the organization's purposes, goals, and program of work enables the student to bring valuable insight to the office. Although not a strict prerequisite, it is helpful for the state officer candidate to have served in the office he/she is campaigning for at the local level. The officer candidate should have been involved in many aspects of the local chapter's activities. The adviser should discuss with the student the responsibilities which are part of serving as a state officer and the commitments that must be made to ensure a successful term.

The adviser must be prepared to accept the added responsibilities and obligations associated with having a state officer. The adviser **MUST ACCOMPANY** the officer to officer training. The adviser serves as a member of the state executive board and **MUST BE PRESENT** for all executive board meetings. The adviser or an adult chaperone must accompany the officer to leadership labs, conferences, and other meetings which require the officer's attendance and/or participation. Often the adviser's assistance is solicited for special committee responsibilities and projects to strengthen the FBLA program of work. The adviser must be prepared to accept more responsibilities for carrying out the program of work for the state chapter than is normally expected of other local advisers.

The officer candidate must receive the support of his/her entire local chapter membership. Occasionally tasks and committee assignments accepted by the officer will require assistance from members of the local chapter. These responsibilities will provide valuable educational experiences and recognition for the officer and fellow chapter members.

**Time should be set aside for the adviser, officer candidate, parents, and school administration to discuss the responsibilities and obligations of serving as an FBLA state officer. The purposes, goals, program of work, and how FBLA fits into the instructional program should be discussed. Activities of the local, state, and national levels should be explained. Everyone should be made aware of the amount of time that will be devoted during the term in office. The parents, advisers, officer candidate, and school officials should be familiar with the expenses that will be reimbursed from the state treasury and those that would require financial assistance from other sources.**

An FBLA state officer must have the support and encouragement of his/her adviser, local chapter, parents, and school officials to provide the reinforcement necessary for the officer to achieve success during his/her term in office.

## IMPORTANT DATES

<b>2013</b>	
<b>December 13</b>	WI Regional Vice President Applications are due to the State Office WI RLC Host Schools Online Access Available
<b>2014</b>	
<b>January 10</b>	Nomination Application for National and State Officer Candidates are due to the State Office
<b>January 17</b>	100 copies of approved regional vice presidential candidate brochures due ( <i>send to Regional Vice President in charge of RLC</i> )
<b>February 1</b>	Regional Leadership Conferences (I-Baldwin-Woodville; II-Greenwood; III-Kewaunee; IV-LaCrosse Central (HS and ML); V-Columbus; VI-Chilton; VII-Menomonee Falls (HS and ML) 2013-14 State Officer Screening (bring campaign materials for approval)
<b>February 12</b>	State officer nomination application form due ( <i>for regional vice presidential candidates not elected at RLC</i> )
<b>February 6</b>	CTSO State Officer Legislative Day-Madison Capitol
<b>March 5</b>	State & national officer candidate worksheets due State & national officer declaration forms due 350 copies of approved state and national officer candidate brochures due
<b>April 7-8</b>	State Leadership Conference Held at Fox Cities Performing Arts Center, Appleton
<b>June 15-18</b>	State Officer Training (Madison)
<b>June 28-29</b>	State Officer Meeting FBLA Institute for Leaders-Nashville, TN
<b>June 29-July 2</b>	FBLA National Leadership Conference Held in Nashville, TN
<b>October TBA</b>	Fall Leadership Labs; Locations TBA
<b>November, TBA</b>	Fall Executive Board Meeting; in conjunction with Wisconsin Fall Leadership Conference
<b>November, various</b>	National Fall Leadership Conferences; Locations TBA ( <i>state officer's attendance not required unless host site is available in Wisconsin</i> )
<b>December 5</b>	RLC Host Adviser Training, Madison

## FREQUENTLY ASKED QUESTIONS

### **What does a state officer do?**

State officers fulfill two distinct roles. First, they are the “voice” of the membership at the state level of our association. As such, they are called upon to gather and provide input into program development, event planning, membership recruitment efforts, and other activities that directly impact student members.

Second, the state officers are key ambassadors for Wisconsin FBLA. They travel to state conferences; represent the state association to businesses and other professional organizations; and spread the word about state & national programs and member benefits through articles, newsletters, the Internet, and other communication tools.

### **How much time is required to be a state officer?**

This will vary greatly depending on the time of year and the activities that are going on. Although there are no hard and fast guidelines, an officer generally needs to plan on spending **at least 5-10 hours per week** to keep up on his/her correspondence, reports, and other ongoing duties.

State officers also travel. State Officer Training requires four days in early summer. Fall Leadership Labs, as well as other fall programming, are required events for state officers. Attendance at RLC & SLC is also required.

### **How much does it cost to be a state officer?**

Campaigning for state office should not be expensive. Printing of campaign brochures, the development of signs & posters and/or chapter campaign materials should be completed at a minimal cost. Be creative and try to find ways to get your message out during the RLC/SLC that do not require expenditures.

Once you are elected, some of the expenses are covered by Wisconsin FBLA. Each state officer is expected to purchase their official state apparel. This includes the official FBLA blazer, pants and/or skirts, dress shirts, polo, dress socks or nylons, shoes, etc. Average total costs are approximately \$225. Other expenditures and reimbursements are outlined on pages 8-9.

### **Who will I be working with at the State Office?**

Depending on the project or activity that you are working on, you may work with two members of the state staff. The primary liaison for state officers at the State Office is Dave Thomas, State Adviser. He can be reached at 608-266-2348 or by e-mail at [FBLA@dpi.wi.gov](mailto:FBLA@dpi.wi.gov)

### **What if an emergency or other situation comes up and I can't make it to one of the required sessions?**

As a rule, applicants can be disqualified from candidacy if they miss a required session, unless the State Adviser feels that you have a reasonable excuse. Advance notification is required & expected.

## **FREQUENTLY ASKED QUESTIONS – Continued**

### **Do state officers have an official uniform?**

Yes, the state officers are expected to represent the image of the association in their dress when participating in official activities. You will be provided with the official tie/scarf and name badge. You are responsible for providing a single-breasted blue blazer with the FBLA-PBL patch, white shirt, tan/khaki slacks (guys) or skirts (girls), and the appropriate

polished shoes. You will also be provided with a business casual outfit consisting of a team polo for informal functions. You will need to provide tan/khaki slacks to go with this polo.

**Do I have to attend the FBLA-PBL Institute for Leaders?**

Yes, it is a requirement for state officer applicants to attend this training. However, registration fees are covered for newly elected state officers.

**Will I have any assignments or work to complete before the State Officer Training?**

Yes! It is common for the State Adviser and/or leadership trainer to assign preparation activities prior to the first official meeting in summer. Assignments will be mailed or e-mailed out to newly elected state officers following the SLC.

**Is formal wear required for newly elected officers for the installation ceremony that is held during the Officer Installation and Awards Ceremony?**

Formal wear is not required for newly elected officers during the installation ceremony. Outgoing state officers do wear formal attire, but it is up to the officer candidate whether or not he or she wishes to dress in formal attire. Business attire is appropriate for the Officer Installation and Awards Ceremony in which this installation takes place.

**My friends and family won't be able to come to State Leadership Conference, but want to know how to contact me. Where can I tell them to call?**

Your family members should definitely know, prior to your departure, the name, address, and phone of the hotel you will be staying at during the SLC.

**I would like to use door hangers and slip brochures under the doors of conference attendees for my campaign. Is this permitted?**

No. This is not permitted for two reasons. First, for the safety of all conference attendees, the rooming lists cannot be distributed to candidates or any other person. Second, for the protection of other hotel guests and the hotel itself, campaign materials are not permitted to be distributed. No campaigning is allowed on the sleeping room floors.

**FREQUENTLY ASKED QUESTIONS – Continued**

**Can I be a voting delegate and still be a candidate? Also, can I compete at the SLC?**

Yes. Candidates are members and are not disqualified from assuming the roles of local voting delegates. It is preferred; however, that if at all possible, your local chapter choose other members to serve as local voting delegates. Similarly, candidates can compete in any of the SLC competitive events. However, keep in mind that campaign-related events cannot be rescheduled to accommodate other commitments, including competitive events.

**When I write articles or send out official correspondence who will help me proof material?**

Your adviser will be responsible for viewing your articles and letters and for helping you craft your messages. Both your local and your state adviser should also approve any correspondence before it is sent. **Expect a three-day turn-around**

**time before you are required to mail them.** The method preferred for sending articles, letters, e-mail distributions, newsletters, etc. to the State Office is e-mail.

**Can State Officers compete at the National Leadership Conference?**

Yes, state officers can compete at the National Leadership Conference in all competitive events.

**Does the state parliamentarian need to prepare campaign materials?**

The state parliamentarian does not need to campaign, submit a campaign brochure, or give a campaign speech.

## TIPS FOR STATE OFFICER CANDIDATES

- ❑ **Start planning early.** Effective campaigns require sufficient time to prepare and to complete all pre-conference and conference responsibilities.
- ❑ **Consult with current and former state officers.** They are a valuable resource for campaign tips, suggestions and advice.
- ❑ **Develop a campaign timeline** with deadline dates for application, campaign, budget, printing, etc.
- ❑ **Create a distinguishing and creative campaign theme.** Use the theme throughout the entire campaign to establish a link of identification for conference delegates.
- ❑ **Develop a fact sheet or brochure** highlighting your ideas, goals, and qualifications.
- ❑ **Choose a dependable person to be your campaign manager.** The campaign manager should be someone who knows you well and can speak well.
- ❑ **Select a committee** to organize the campaign.
- ❑ **Practice, practice, practice** the campaign speech of 3 minutes (5 minutes for President). Remember, costumes and props are not allowed.
- ❑ Candidate introductions/nominations also are a part of the campaign speech so be sure to practice and prepare accordingly.
- ❑ **Prepare for a great variety of campaign questions.** Consult a good interviewing book to get some possible questions. Be prepared to be asked about FBLA-PBL programs!
- ❑ **Carefully read the FBLA-PBL *Chapter Management Handbook*, *State Officer Candidate Guide*, and other association publications.** The FBLA-PBL Pledge, Creed, Goals, and Code of Ethics are the foundation of the association and the source of many questions for candidates. Look at various state websites such as <http://dpi.wi.gov/fbla/> for Wisconsin FBLA.



## **Appendix A: Wisconsin FBLA Bylaws, 2009 Edition, Article VIII**

### **Section 6. Officers and Elections.**

- A. State Officers. The state elected officers of FBLA shall be a president, vice president, vice presidents representing the respective regions, a secretary, treasurer, and a reporter.
- B. Qualifications for State Office.
  - 1. Only active members are eligible to hold state office.
  - 2. Only those applicants who are present at the leadership conference and officially certified by the officer screening committee shall be eligible for nomination.
  - 3. To be considered for an office in FBLA, a candidate shall:
    - a. have at least one full year remaining in his/her secondary business program;
    - b. be recommended by the chapter and endorsed by his/her local chapter adviser, parents, and school official;
    - c. file an official application before the deadline established by the State Office. Candidates for secretary must have completed, or will complete, typewriting/keyboarding by the end of the current school year and possess the ability to take minutes according to Robert's Rule of Order, Newly Revised. Candidates for treasurer must have completed, or will complete, one year of accounting, bookkeeping, or record keeping by the end of the school year of their nomination.
- C. Nominations
  - 1. Candidates who have filed an official application prior to the established deadline will be presented at a general session of the leadership conference. In the event there are no candidates for an office, after the State Leadership Conference nominations will be accepted by mail by the State Office, and elected by mail plurality vote.
  - 2. In the event that there are no candidates for an office at the State Leadership Conference, candidates may choose to run for that office prior to the officer screening providing they are qualified for that office.
  - 3. Only candidates approved by the officer screening committee shall be nominated.
- D. Elections
  - 1. The president, vice president, secretary, treasurer, and reporter shall be elected annual at a general session of the State Leadership Conference by the local voting delegates. The regional vice presidents shall be elected annually at their respective regional conferences by the local voting delegates and shall be installed at the State Leadership Conference.
  - 2. These officers shall be elected by a ballot vote of voting delegates. A majority vote shall be required for election. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot shall be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of the votes. In the event there is only one candidate for an office, the candidate may be elected by a standing vote.
  - 3. The order of elections shall be president, vice president, secretary, treasurer, and reporter.

### **Wisconsin FBLA Bylaws – Continued**

- 4. No two state officers shall be elected from the same local chapter. Officers may succeed themselves in the same office.
- E. Term of Office.

State officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference.

**F. Vacancy in Office**

1. A vacancy in any office, other than that of president or regional vice president, shall be filled by the candidate receiving the next highest votes and meeting qualifications of the office. (EXAMPLE: The reporter candidate receiving the second highest number of votes becomes the state reporter should the first-place elected reporter be unable to fulfill his/her officer responsibilities.)
2. In the case of no qualified candidates for the office, the officer will be chosen in order of election and highest votes. (EXAMPLE: No qualified candidates for the office of treasurer remain. The second highest scoring presidential candidate, qualifying for the office of treasurer, then becomes the state treasurer.)
3. If there are no qualified candidates to fill a vacancy, an officer will be appointed by the state staff. (EXAMPLE: If no one meets the typing and transcription qualifications for the office of state secretary, or all candidates left already have an officer from that school, and officer is then appointed by the state staff.)
4. Should the office of president become vacant, the vice president shall automatically become president.
5. Should the office of regional vice president become vacant, the adviser from that local chapter shall first try to appoint another regional vice president from his/her own chapter. If the adviser is unable to find another regional vice president in his/her own chapter, he/she will then contact the candidate receiving the next highest number of votes to fill this position. Should the candidate refuse the office of region vice president, or if there is already an officer from that school, the State Office will assist in the selection of a new regional vice president. The new regional vice president and his/her adviser will accept executive board duties.

**G. Appointment of Parliamentarian**

The underclassperson scoring the highest on the parliamentary procedure written objective test at state competition and who has completed the state officer application, declaration and candidate worksheet in accordance with deadlines shall become the parliamentarian and shall be installed at the State Leadership Conference.

**Section 7. Duties of FBLA State Officers.**

**A. The president shall:**

1. serve as chairperson of the state executive board;
2. preside over the executive board meetings and business meetings of FBLA;
3. appoint appropriate committees and committee chairpersons;
4. serve as an ex-officio member of all committees;
5. perform other duties for the promotion and development of local, state, and national FBLA;

**Wisconsin FBLA Bylaws – Continued**

6. submit a short monthly report on Wisconsin FBLA's activities to the editor of the national publication, Tomorrow's Business Leader, or within whatever time frame is established by the national staff or officers; and
7. serve as a voting delegate at the NLC.

**B. The state vice president shall:**

1. assume the duties and responsibilities of the presidency should that office become vacant due to resignation or otherwise;
2. assume primary responsibility for developing the Wisconsin Annual Business Report;
3. assist the president in the promotion and development of FBLA;
4. be responsible for coordinating the state service projects; and

5. serve as a voting delegate at the NLC.
- C. The regional vice presidents shall:
1. assist the president in the promotion and development of FBLA in the regions which elected them;
  2. plan and preside over Regional Leadership Conferences;
  3. appoint a secretary to record the minutes for regional meetings; and
  4. serve as liaisons between the executive board, the State Office, and all FBLA members in their respective regions.
- D. The secretary shall:
1. keep an accurate record of all business meetings of the State Leadership Conference and the state executive board; and
  2. supply one (1) photo-ready copy of the minutes of these meetings (including amended minutes) to the State Office within ten (10) days following the meeting. Duplication and distribution will be handled by the State Office.
- E. The treasurer shall:
1. present the financial reports of the Wisconsin FBLA Chapter at the State Leadership Conference and executive board meetings. All budgeting and monetary responsibility is maintained at the State Office; however, the treasurer will receive information as to the accounting system and method of operation;
  2. initiate memorandums and secure information relative to the use of the state approved fund raisers and shall promote the use of such fund raising projects by local chapters;
  3. be responsible for obtaining and distributing the medals and plaques for the six (6) Regional Leadership Conferences held in February; and
  4. be responsible for obtaining and/or maintaining and distributing promotional items, such as road signs, trading pins, etc.
- F. The reporter shall:
1. be responsible for publishing four (4) editions of the Wisconsin FBLA eBulletin during the FBLA year;
  2. serve as primary photographer for Wisconsin FBLA;
  3. be responsible for helping to maintain the FBLA State Leadership Conference video scrapbook; and
  4. assist the state president in submitting appropriate items to the editor of the national FBLA publication, *Tomorrow's Business Leader*.

**Wisconsin FBLA Bylaws – Continued**

- G. The parliamentarian shall:
1. serve as the official parliamentarian at all business sessions of the Wisconsin FBLA Chapter and advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order, Newly Revised*; and
  2. shall serve as a voting member of the state executive board.
- H. These officers shall serve on the state executive board, perform the duties prescribed in the bylaws, and perform such other duties as are directed by the president and the state staff and not inconsistent with these bylaws or other rules adopted by FBLA.



## Appendix B: Nomination Application for Regional Vice President

Wisconsin Department of Public Instruction

### NOMINATION APPLICATION FOR 20\_\_\_\_ REGIONAL VICE PRESIDENT

(Rev. 11/12)

**INSTRUCTIONS:** This form must be received by **the 2<sup>nd</sup> Friday of December** (see calendar)

WISCONSIN FBLA STATE OFFICE  
ATTN: FBLA State Adviser  
125 S. WEBSTER ST.  
MADISON, WI 53703  
FBLA@dpi.wi.gov

GENERAL INFORMATION				
Region	Chapter Number	Chapter Name		
Adviser Name		Adviser E-mail		
Candidate's Name		Candidate's E-mail Address	Current Average	Grade Point
School Address: <i>Street, City, State, Zip</i>			School Telephone: <i>Area/No.</i>	
Office Desired: Regional Vice President for <i>Check One</i>				
<input type="checkbox"/> Region I	<input type="checkbox"/> Region II	<input type="checkbox"/> Region III	<input type="checkbox"/> Region IV	<input type="checkbox"/> Region V
<input type="checkbox"/> Region VI	<input type="checkbox"/> Region VII			

#### PLEASE NOTE THE FOLLOWING:

1. This application form **must be received** at the State Office by **the 2<sup>nd</sup> Friday of December**.
2. Candidates must submit a letter from, and signed by, the school administrator of the proposed site for the regional conference, stating the availability of the site on the designated date for next year's conference (see the calendar for current date). This letter **must be received** at the State Office by **the 2<sup>nd</sup> Friday of December**.
3. Due to scheduling difficulties, regional vice presidential candidates will not meet with an officer screening committee prior to beginning campaigns. However, to compensate for this, each regional vice presidential candidate must submit two (2) letters of recommendation with his/her application form and related materials. One letter of recommendation must be written by a school official (principal, superintendent, administrator, etc.), and one must be written by the local chapter adviser. Each must direct content to the following: sincerity of the candidate, evidence of knowledge of FBLA, evidence of having the necessary time to fill the office successfully, and personal commitment. Both letters of recommendation **must be received** at the State Office by **the 2<sup>nd</sup> Friday of December**.
4. Each regional vice presidential candidate must complete the FBLA Officer Candidate Worksheet. The candidate may download the worksheet from the FBLA website or request via E-mail from the state office operations associate. The worksheet **must be received** at the State Office by **the 3<sup>rd</sup> Friday of January**.
5. The State Office must approve the candidate campaign brochure before distribution; please provide one copy to the State Office no later than **the 1<sup>st</sup> Friday in January**.
6. Each candidate must submit 100 copies of the approved campaign brochure **to their regional vice president no later than the 3<sup>rd</sup> Friday of January**.
7. Regional vice presidential candidates may also apply for a state or national office. If elected regional vice president, the application for a state or national office will be pulled from further consideration. If regional vice presidential candidates would prefer to submit an application for a state or national office after the results of the regional elections, they may do so. The application materials **must be received** at the State Office no later than **the 2<sup>nd</sup> Wednesday in February**. No additional officer candidate worksheet is required with this submission.
8. Please see the State Officer Candidate Guide for a complete list of criteria for officer candidates.

SCHOOL ACTIVITIES
<i>Completed by candidate's Adviser</i>

Summarize the candidate's FBLA involvement (include offices held, years as a paid member, committee assignments, etc.)

Summarize the candidate's involvement in other organizations (school, community, church, etc.)

Summarize the candidate's work experience (jobs held, position, length of employment, etc.)

Business subjects completed and/or enrolled in:

	<b>PLATFORM</b>	
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	<i>Completed by candidate</i>	
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If elected to the office I have selected, I would strive to achieve the following personal goals and would strive to accomplish the following goals for Wisconsin:

## STATEMENT OF ACCEPTANCE OF RESPONSIBILITY

State Officer Candidate of the Wisconsin Future Business Leaders of America.

**I HEREBY RECOGNIZE** that the following obligations are a part of an officer's responsibilities and I agree to perform, to the best of my ability, these and other duties of the office to which I may be elected.

I have read the State Officer Campaigning and Voting Procedures and the Responsibilities of Wisconsin FBLA State Officers and their Advisers from the Competitive Events Guidelines and understand their contents.

### A. Personal Growth and Conduct

1. Become knowledgeable with the state FBLA program so as to be able to discuss it with chapter officers and others.
2. Observe standards of dress and total personal grooming, as well as standards of personal conduct, as established and demonstrated by the national FBLA officers and others.
3. Avoid expressing personal opinions regarding political and controversial problems when representing the Wisconsin Chapter of FBLA.

### B. Service to FBLA (REQUIRED)

1. Full attendance and participation at the annual National, National Fall, and State Leadership Conferences.

2. Attendance at the state officer training session in June in Madison, Wisconsin.
3. Full attendance and participation at the fall and spring executive board meetings and other meetings as scheduled.
4. Leadership in arranging, attending and conducting Summer & Fall Leadership Labs for local officers and members in the state.
5. Leadership in arranging and conducting sectional chapter leadership meetings with officers and members of the local chapters.
6. Speaking, whenever invited and possible to do so, at FBLA functions held within my geographic area.

### C. Cooperation With Others

1. Notify a member of the FBLA State Office staff of all invitations, other than those attended by all state officers, to represent the state chapter. *Thus avoiding duplication of representation or other difficult situations.*
2. Report activities conducted as a representative of Wisconsin FBLA in a responsible and punctual manner.
3. Work very closely with my local adviser and state staff on all matters relating to FBLA, seeking their counsel on all but the most routine matters.

## SIGNATURES

Signature of Parent or Guardian ➤	Date Signed
Signature of Officer Candidate ➤	Date Signed
Signature of Adviser ➤	Date Signed
Signature of School District Administrator ➤	Date Signed
Signature of School Principal ➤	Date Signed

## STATE FBLA OFFICER REMOVAL PROCEDURES

1. Any action on any alleged violation must be approved by the FBLA Executive Board.
2. Allegations of violations of the State FBLA Officer Code of Conduct should be brought to the Executive Board for hearing.
3. Investigations, including gathering facts from involved parties and witnesses, shall be conducted.
4. Following a hearing, based on study of facts, the Executive Board will make a final determination whether or not the violations warrant the removal of the offending officer from office.
5. The student officer, his or her adviser, and school official from the officer's school be notified simultaneously as soon as possible after Board action is taken.

## STATE FBLA OFFICER CODE OF CONDUCT

**I AGREE** to follow the State FBLA Officer Code of Conduct while I am representing the Wisconsin Chapter of FBLA as one of its team of state officers.

1. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form.
2. I shall follow established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the state FBLA staff.
3. Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this code is in effect throughout this entire period of time.
4. I will always conduct myself in a professional manner as a representative of a career and technical student organization.
5. I shall apply appropriate leadership principles at all times.
6. I shall refrain from the use of tobacco in any form, especially while representing FBLA.
7. I shall wear appropriate dress at all official functions.
8. I shall immediately remove myself from all situations that could compromise my professional image.
9. I shall refrain from dating fellow State FBLA Officers while I am in office.
10. I shall not deface public property. I will be responsible for any damages caused to rooms or facilities I am responsible for.
11. I shall keep the state FBLA staff or local chapter adviser informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in his/her charge.
12. I shall be prompt and prepared at all times.
13. I shall carry out my duties and responsibilities to the best of my abilities.
14. I shall attend all official conference activities. In case of an emergency, prior approval to be absent is required from state staff.
15. I shall keep my local chapter adviser informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
16. I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
17. I shall not be engaged in any inappropriate or illicit behavior.
18. I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.
19. If other situations arise that are not covered by the Code of Conduct for State FBLA Officers, I shall use my best judgment in the situation. Above all I will try to act in such a way that I will reflect positively on the Wisconsin Chapter of FBLA.

### SIGNATURES

Signature of State FBLA Officer Candidate

➤

Date Signed

Signature of Local Chapter Adviser

➤

Date Signed



## Appendix C: Nomination Application for State Officers

Wisconsin Department of Public Instruction

### 20 \_\_\_\_\_ NOMINATION APPLICATION FOR STATE OFFICERS

(Rev. 11/12)

#### INSTRUCTIONS:

This form must be received by **the first Friday in January** (see calendar) at:

**WISCONSIN FBLA STATE OFFICE**

**ATTN: FBLA State Adviser**

**125 S. WEBSTER ST.**

**MADISON, WI 53703**

**FBLA@dpi.wi.gov**

#### GENERAL INFORMATION

Region	Chapter Name		
Adviser Name		Adviser E-mail	
Candidate's Name	Candidate's E-mail Address	Current Average	Grade Point
School Address: <i>Street, City, State, Zip</i>		School Telephone: <i>Area/No.</i>	

State Office Desired: *Check All Considering—Must be declared by March 8*

☐ President    ☐ Vice President    ☐ Secretary    ☐ Treasurer    ☐ Reporter    ☐ Parliamentarian

#### PLEASE NOTE THE FOLLOWING:

1. Regional vice presidential candidates must declare their intent for regional vice president candidacy by **2<sup>nd</sup> Wednesday in December**, by completing the Nomination Application for Regional Vice President form available via the FBLA website.
2. This application form **must be received** at the State Office no later than **the first Wednesday in January**. Please include one (1) copy of the campaign brochure.
3. State officer candidates (excluding state parliamentarian) must submit one (1) copy of their campaign brochure and other campaign materials as appropriate at the time of officer screening. Please bring two extra copies for officer screening committee member review. Officer screening is scheduled during Regional Leadership Conferences (RLC). All candidates will be screened at their corresponding RLC.
4. Each state officer candidate must complete the FBLA Officer Candidate Worksheet. The candidate can download the worksheet from the FBLA website or request via E-mail from the state office operations associate. The worksheet **must be received** at the State Office no later than **1<sup>st</sup> Wednesday in March**.
5. Three hundred fifty (350) copies of the officer candidate's approved campaign brochure must be received at the State Office no later than **1<sup>st</sup> Wednesday in March**.
6. State officer candidates must declare their office by **1<sup>st</sup> Wednesday in March**, by completing the State Office Declaration form available via the FBLA website.
7. Please see the *State Officer Candidate Guide* for a complete list of criteria for officer candidates.

#### SCHOOL ACTIVITIES

*Completed by candidate's Adviser*

Summarize the candidate's FBLA involvement (include offices held, years as a paid member, committee assignments, etc.)

Summarize the candidate's involvement in other organizations (school, community, church, etc.)

Summarize the candidate's work experience (jobs held, position, length of employment, etc.)

Business subjects completed and/or enrolled in:



	<b>PLATFORM</b> <i>Completed by candidate</i>	
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If elected to the office I have selected, I would strive to achieve the following personal goals and would strive to accomplish the following goals for Wisconsin:

## STATEMENT OF ACCEPTANCE OF RESPONSIBILITY

State Officer Candidate of the Wisconsin Future Business Leaders of America.

**I RECOGNIZE** that the following obligations are a part of an officer's responsibilities and I agree to perform, to the best of my ability, these and other duties of the office to which I may be elected.

I have read the State Officer Campaigning and Voting Procedures and the Responsibilities of Wisconsin FBLA State Officers and their Advisers from the Competitive Events Guidelines and understand their contents.

### A. Personal Growth and Conduct

1. Become knowledgeable with the state FBLA program so as to be able to discuss it with chapter officers and others.
2. Observe standards of dress and total personal grooming, as well as standards of personal conduct, as established and demonstrated by the national FBLA officers and others.
3. Avoid expressing personal opinions regarding political and controversial problems when representing the Wisconsin Chapter of FBLA.

### B. Service to FBLA (REQUIRED)

1. Full attendance and participation at the annual National, National Fall, and State Leadership Conferences.

2. Attendance at the state officer training session in June in Madison, Wisconsin.
3. Full attendance and participation at the fall and spring executive board meetings and other meetings as scheduled.
4. Leadership in arranging, attending and conducting Summer & Fall Leadership Labs for local officers and members in the state.
5. Leadership in arranging and conducting sectional chapter leadership meetings with officers and members of the local chapters.
6. Speaking, whenever invited and possible to do so, at FBLA functions held within my geographic area.

### C. Cooperation With Others

1. Notify a member of the FBLA state office staff of all invitations, other than those attended by all state officers, to represent the state chapter. *Thus avoiding duplication of representation or other difficult situations.*
2. Report activities conducted as a representative of Wisconsin FBLA in a responsible and punctual manner.
3. Work very closely with my local adviser and state staff on all matters relating to FBLA, seeking their counsel on all but the most routine matters

## SIGNATURES

Signature of Parent or Guardian



Date Signed

Signature of Officer Candidate



Date Signed

Signature of Adviser



Date Signed

Signature of School District Administrator



Date Signed

Signature of School Principal



Date Signed

## STATE FBLA OFFICER REMOVAL PROCEDURES

1. Any action on any alleged violation must be approved by the FBLA Executive Board.
2. Allegations of violations of the State FBLA Officer Code of Conduct should be brought to the Executive Board for hearing.
3. Investigations, including gathering facts from involved parties and witnesses, shall be conducted.
4. Following a hearing, based on study of facts, the Executive Board will make a final determination whether or not the violations warrant the removal of the offending officer from office.
5. The student officer, his or her adviser, and school official from the officer's school be notified simultaneously as soon as possible after Board action is taken.

	<b>STATE FBLA OFFICER CODE OF CONDUCT</b>	
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**I AGREE** to follow the State FBLA Officer Code of Conduct while I am representing the Wisconsin Chapter of FBLA as one of its team of state officers.

20. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form.
21. I shall follow established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the state FBLA staff.
22. Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this code is in effect throughout this entire period of time.
23. I will always conduct myself in a professional manner as a representative of a career and technical student organization.
24. I shall apply appropriate leadership principles at all times.
25. I shall refrain from the use of tobacco in any form, especially while representing FBLA.
26. I shall wear appropriate dress at all official functions.
27. I shall immediately remove myself from all situations that could compromise my professional image.
28. I shall refrain from dating fellow State FBLA Officers while I am in office.
29. I shall not deface public property. I will be responsible for any damages caused to rooms or facilities I am responsible for.
30. I shall keep the state FBLA staff or local chapter adviser informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in his/her charge.
31. I shall be prompt and prepared at all times.
32. I shall carry out my duties and responsibilities to the best of my abilities.
33. I shall attend all official conference activities. In case of an emergency, prior approval to be absent is required from state staff.
34. I shall keep my local chapter adviser informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
35. I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
36. I shall not be engaged in any inappropriate or illicit behavior.
37. I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.
38. If other situations arise that are not covered by the Code of Conduct for State FBLA Officers, I shall use my best judgment in the situation. Above all I will try to act in such a way that I will reflect positively on the Wisconsin Chapter of FBLA.

	<b>SIGNATURES</b>	
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Signature of State FBLA Officer Candidate	Date Signed
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Signature of Local Chapter Adviser	Date Signed
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# *Wisconsin Future Business Leaders of America, Inc.*

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November 19, 2013

Dear Officer Candidate:

Let me extend my best wishes to you for a successful venture as you complete the next steps involved in receiving approval as a candidate for a Wisconsin FBLA state office.

Attached is a worksheet that must be completed and received at the State Office no later than **January 10, 2014**, for all regional vice president candidates. For all other state and national officer candidates, the State Office must receive the completed worksheet by **March 5, 2014**. You must answer all questions and supply all information requested. If you choose not to complete and return the worksheet by the deadline dates, we assume you no longer are interested in campaigning for office.

As a word of encouragement, you are not expected to know all the answers to the worksheet questions. You may use any sources to obtain the information. Your most valuable sources will be:

*National FBLA Chapter Management Handbook*  
*Wisconsin FBLA Competitive Event Guidelines and Adviser Handbook*  
*Wisconsin FBLA Bylaws*  
*Tomorrow's Business Leader*

Please review carefully the procedures outlined in the State Officer Candidate Guide pertaining to screening, campaigning, and election.

Congratulations on the confidence your chapter has in your leadership abilities and your ability to serve FBLA as a state officer! Good luck.

Sincerely,

David Thomas  
Wisconsin FBLA State Adviser

Attachment



## Officer Candidate Worksheet 20\_\_\_\_\_

(Rev. 11/12)

**INSTRUCTIONS:** This worksheet must be received by **the second Friday in January (see calendar)**, to be considered for a regional vice president. For all other state and national officer candidates, the State Office must receive the completed worksheet by **the first Wednesday in March (see calendar)**. Send or E-mail form to:

**WISCONSIN FBLA STATE OFFICE**  
**ATTN: DAVID THOMAS**  
**125 S. WEBSTER ST.**  
**MADISON, WI 53703**  
[FBLA@dpi.wi.gov](mailto:FBLA@dpi.wi.gov)

### CANDIDATE GENERAL INFORMATION

Region:

Chapter Name:

Candidate's E-mail Address:

Candidate's Name:

#### Regional Vice President Office Desired for: *Check One*

☐ Region I    ☐ Region II    ☐ Region III    ☐ Region IV    ☐ Region V    ☐ Region VI    ☐ Region VII

#### State Office Desired: *Check One or More – Final Decision must be declared by March 6, 2013*

☐ President    ☐ Vice President    ☐ Secretary    ☐ Treasurer    ☐ Reporter    ☐ Parliamentarian

#### National Office Desired: *Check One or More – Final Decision must be declared by March 6, 2013*

☐ President    ☐ North Central Vice President    ☐ Secretary    ☐ Treasurer    ☐ Reporter

Please provide the required response to the following questions:

1. What is the full name of our organization? \_\_\_\_\_
2. What are the official colors of our organization? \_\_\_\_\_
3. Who is the founder of Wisconsin FBLA? \_\_\_\_\_
4. Currently how many states (excluding Puerto Rico) are chartered nationally? \_\_\_\_\_
5. Approximately how many students nationally are members of FBLA? \_\_\_\_\_
6. Approximately how many students in Wisconsin are members? \_\_\_\_\_
7. What is the parliamentary authority of our organization? \_\_\_\_\_
8. How many national regions are there? \_\_\_\_\_
9. In what national region is Wisconsin? \_\_\_\_\_
10. How many regions comprise Wisconsin FBLA? \_\_\_\_\_
11. How much are national dues? \_\_\_\_\_
12. How much are state dues? \_\_\_\_\_
13. What is the address of the national FBLA office? \_\_\_\_\_
14. What does PBL stand for, and who joins this organization? \_\_\_\_\_
15. Who comprises the state executive board for Wisconsin FBLA? (Use titles rather than names)

16. Define national non-profit career and technical student organization.

17. In what city will the National Leadership Conference be held? \_\_\_\_\_
18. What is the importance of an FBLA Middle Level chapter?  
\_\_\_\_\_
19. Proposed amendments to Wisconsin FBLA's bylaws shall be submitted in writing not later than \_\_\_\_\_  
to the State Office by local chapters or by a state officer.
20. Which state officer assists in the development of Wisconsin's annual report? \_\_\_\_\_
21. What is the co-name of Wisconsin's Outstanding SLC Chapter event? \_\_\_\_\_
22. The national theme for this year is \_\_\_\_\_
23. What is the topic for the Business Presentation Event? \_\_\_\_\_
24. Cite two official goals of FBLA. Of the FBLA-PBL goals, which do you feel is the most important? Why?  
\_\_\_\_\_  
\_\_\_\_\_
25. Cite two points of the FBLA Code of Ethics. What is the importance of a code of ethics for an organization such as FBLA?  
\_\_\_\_\_  
\_\_\_\_\_
26. What must all state officers wear at all functions when representing FBLA?  
\_\_\_\_\_
27. Cite two general responsibilities of a state officer.  
\_\_\_\_\_  
\_\_\_\_\_

Please check either **T** for true or **F** for false:

**T**   **F**

- ☐ ☐ 28. A business making a \$50 donation to your local FBLA chapter may use the \$50 as a deductible item on its income taxes.
- ☐ ☐ 29. If Wisconsin FBLA's secretary resigns his/her post before the completion of the year, the vice president automatically becomes state secretary.
- ☐ ☐ 30. Voting delegates at the State Leadership Conference must be officers of the local chapter they represent.
- ☐ ☐ 31. The screening committee that interviews officer candidates has the authority to disapprove campaign materials that do not follow the rules established for the campaigns.
- ☐ ☐ 32. A candidate, his/her campaign manager, and/or the candidate's entire local chapter delegation may carry signs during the Regional or State Leadership Conferences.
- ☐ ☐ 33. Campaign mailings are permitted prior to the conferences.
- ☐ ☐ 34. Only active members are eligible to hold state office.
- ☐ ☐ 35. It will be the responsibility of one adviser for each state officer to serve as a member of the state executive board.
- ☐ ☐ 36. Regional vice presidents elected at the Regional Leadership Conference in February begin their terms of office at the conclusion of the Regional Leadership Conferences.
- ☐ ☐ 37. A majority vote shall be required for election of the state offices.
- ☐ ☐ 38. If no candidate for an office receives a majority vote on the second roll call, the candidate receiving the lowest number of votes for that roll call shall be dropped from the third roll call.
- ☐ ☐ 39. A local chapter may nominate two students for two different state offices in any given year.
- ☐ ☐ 40. Two state officers may be elected from any one local chapter.
- ☐ ☐ 41. Officers may not succeed themselves in the same office for two consecutive years.
- ☐ ☐ 42. If there are no qualified candidates to fill a vacancy in any office, an officer will be appointed by the state staff.
- ☐ ☐ 43. The quorum for all business meetings of the Regional and State Leadership Conferences shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.
- ☐ ☐ 44. The State Office staff members are voting members of the state executive board.
- ☐ ☐ 45. Business of the state executive board that is conducted by mail requires a majority vote of the members eligible to vote for adoption.
- ☐ ☐ 46. The state executive board must receive a three-fourths vote to be able to adopt policies of operation of FBLA.

The following questions require you to analyze your thinking on points of concern to all FBLA members wishing to serve their organization on a state and/or national level.

Lengthy answers are not required. Feel free to provide short responses. You may, of course, provide more detailed responses if you choose. Feel free to use additional sheets of paper if your answers exceed the space provided.

47. Select ten (10) adjectives which identify your personality.

48. Select ten adjectives which explain your opinion of someone who possesses strong leadership abilities.

49. How has FBLA helped you discover your own leadership ability?

50. If you should be elected to the office you are seeking, what impact would this have on your involvement in FBLA on the local level, other organizations, and sports which you are involved?



51. How has your FBLA involvement impacted your other classes and activities at school?

52. When did you first learn about FBLA?

53. What type of guidance or direction would you like to receive from your local chapter adviser?

54. What type of guidance or direction would you like to receive from your local chapter members?

55. How do your parents support your involvement with FBLA?

56. If some of your friends at school did not understand why you want to be active in FBLA, how would you explain your feelings to them?

57. What is your “image” of a state officer of Wisconsin FBLA?

58. In your opinion, what are the true purposes of a fundraising activity?

59. If you were successful in your bid for a state office, list and describe the importance of three goals you would like to see the officer team accomplish during your year in office.

60. Is there one special thing you would like to do, something you would like to see, someone you would like to meet before you graduate from high school? Please explain.

Thank you for the time you have taken to complete this worksheet. We hope you have enjoyed learning more about your organization as you sought out answers. **Good Luck with your campaign!**